

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

PARALEGAL I/II

Purpose:

To actively support and uphold the City's stated mission and values. To provide administrative assistance to the legal staff to include legal research, preparation of memorandums and correspondence relating to a variety of legal issues, assistance with the drafting and review of contracts, ordinances, resolutions and other legal documents, and to assist with trials and hearings.

Supervision Received and Exercised:

Receives general supervision from the City Attorney or from other legal staff.

Distinguishing Characteristics:

Paralegal I

This is the entry-level class in the Paralegal series. This class is distinguished from the Paralegal II by the performance of more routine duties under close supervision.

Paralegal II

This is the full journey level class within the Paralegal series. Employees within this class are distinguished from the Paralegal I by the performance of the full range of duties as assigned including the possession of a Bachelor's degree and a Paralegal Certificate from an accredited paralegal program. Employees at this level receive general instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees at this level should be capable of performing all of the tasks normally undertaken by an entry level attorney with the exception of appearing in court and giving legal advice. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Paralegal I, or, when filled from the outside, require two years of prior paralegal experience and possession of a Bachelor's degree and a Paralegal Certificate from an accredited paralegal program. Appointment to the higher class requires that the employee possesses a Bachelor's degree and an accredited Paralegal Certificate and is performing the full range of journey level duties assigned to the class.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist attorneys with legal research by locating applicable precedents, legal opinions, statutes and orders.
- Review case records and assemble necessary information for legal proceedings.
- Review, organize and index pleadings, discoveries and other pertinent legal documents for litigation files.
- Analyze and investigate evidentiary problems with submitted records; summarize information in detailed written form for attorneys.
- Draft written briefs, opinions, discovery requests and responses.
- Assist attorneys with preparation of trial to include organization of exhibits, deposition abstraction and witness notification.
- Respond to inquiries from the general public and employees regarding Tempe ordinances.
- Assist with the review and drafting of legal documents, including contracts, ordinances, and resolutions.
- Assist legal clerical staff with miscellaneous duties as needed.
- Perform related duties as assigned.

Paralegal II

In addition to the duties of the Paralegal I:

- Investigate the facts (including off-site interviews, etc.) of cases and ensure all relevant information is considered; assist in client/witness interviews.
- Assist in preparing legal arguments; draft pleadings and motions for filing with the Court; obtain affidavits.

CITY OF TEMPE
Paralegal I/II (continued)

- Prepare written reports to determine how cases should be handled.
- Draft legal documents including litigation and transactional documents as assigned.
- Analyze, organize, and review records and other documents revealed through the discovery process.
- Update and maintain the database management system for litigation support and trial use.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Paralegal I

One year of responsible paralegal experience.

Paralegal II

Two years of responsible paralegal experience.

Training:

Paralegal I

Equivalent to an Associate of Arts Degree from an accredited college or university. Paralegal certification through a school approved by the American Bar Association or certification through the National Association for Legal Assistants is required at the time of application.

Paralegal II

Equivalent to a Bachelor's Degree from an accredited college or university. Paralegal certification through a school approved by the American Bar Association or certification through the National Association for Legal Assistants is required.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

CITY OF TEMPE
Paralegal I/II (continued)

Job Code: 0650/0651

Salary Range: 24/28

Compensation Plan: P40 / Regular

FLSA: Non-Exempt